



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-014

POSTED: October 7, 2014

DEADLINE: October 10, 2014

JOB TITLE: PS: Facilities Op/PI Spec (AL)

JOB CODE: 19379

PAY GRADE 17

POSITION NUMBER: 00163940

LOCATION: Administrative/Staff Services
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$43,063 - \$68,500/yr.

DUTIES AND RESPONSIBILITIES:

The position will be the Project and Facility Manager for GBI statewide facilities; manage facility projects, renovations and new capital construction projects. Provide oversight for the operations & facility management for the GBI HQ campus and the statewide GBI facilities. Develop scope of work for renovation, specification of products; bid projects, procurement of funds, schedule projects with the architect, engineer, consultant, contractor and owner, oversees renovation, construction and facility projects from the conception to the completion. Also be responsible for Contract Administration; Administration, Procurement, negotiation, execution, and completion of contracts.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field AND one year of related experience

OR

Four years of related experience

OR

One year at the lower level or equivalent position (FEP041)

PREFERRED QUALIFICATIONS:

In addition to the minimum qualifications, preference will be given to applicants that possess one or more of the following:

- Bachelor's degree in Architecture, Construction Management or a related field
- 3 or more years of experience in project or facility management
- Proficient in MS Office

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number, along with Job Title and Job Code must be listed on applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application.**
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER